

**Tennessee Department of Human Services**  
**Job Announcement**

**POSITION TITLE:** Field Management Director 2, Division of Adult and Family Services

**SALARY:** Commensurate upon experience.

**LOCATION:** Chattanooga

**NATURE OF WORK:** The incumbent in this position oversees the administration of three major programs; Families First (TANF), the Supplemental Nutrition Assistance Program (SNAP), and Medicaid/TennCare.

**DUTIES AND RESPONSIBILITIES:** Direct oversight for seven employees and indirect oversight for approximately 300 staff in 14 additional counties to include Bradley, Bedford, Bledsoe, Coffee, Franklin, Grundy, Lincoln, Marion, McMinn, Meigs, Moore, Polk, Rhea and Sequatchie. Serve as a liaison between the field office and state office. Interprets State and federal laws, evaluates existing programs and procedures; makes recommendations for reduction of errors and plans for implementation of new or revised programs; interprets or supervises the interpretation of program policies; supervises training of staff in the local field offices on program policies and procedures; advises on the effects of policy and regulation on potential payment errors; directs and coordinates the information flow and data collection; oversees responses to inquiries; maintains familiarity with current empirical research literature regarding welfare reform related issues and knowledge of other States welfare reform efforts; assembles and timely submits accurate weekly, monthly and annual State level reports; and maintain a focus on continuous performance and quality improvement.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree. Master's degree preferred.

**Experience:** Five years' experience in administrative, professional or technical work; three years of which must have involved supervision of other employees or exercising responsibility for program development and four years must have involved administering regulation and

policies of one or more of the following assistance programs: Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) or Medicaid.

**PREFERRED QUALIFICATIONS:**

**Must have experience directing personnel in the compilation and analysis of administrative data.**

**Experience analyzing and determining the impact of State or federal legislation.**

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Interested applicants must submit their resume to [Jobs.DHS@tn.gov](mailto:Jobs.DHS@tn.gov) by COB Wednesday, February 6, 2013.